



INSTRUCTIONS FOR COMPLETING THE TSD FACILITY 2007 ANNUAL HAZARDOUS WASTE REPORT FORM

Please Read These Instructions Carefully Before Completing The Report Form

Who Must File

Owners or operators of treatment, storage or disposal (TSD) facilities **MUST** file a **Facility Annual Hazardous Waste Report Form** with the Department of Environmental Quality (DEQ). This report is required under the authority of the Montana Hazardous Waste Act. The Code of Federal Regulations (CFR), Title 40 citations noted in these instructions are incorporated by reference in the Administrative Rules of Montana (ARM) Title 17, Chapter 53.

What to File

A) Non-regulated status and Non-generator

If your facility **DID NOT** generate, treat, store (for greater than accumulation time limits pursuant to 40 CFR 262.34), or dispose of regulated quantities of hazardous waste at **any** time during calendar year 2007, complete and submit:

1. Part One (General Information) to notify DEQ of your non-regulated status.

B) Non-regulated status and Generator

If your facility generated and shipped hazardous waste **off-site**, but **DID NOT** treat, store (for greater than accumulation time limits pursuant to 40 CFR 262.34), or dispose of any portion of that waste **on-site** in calendar year 2007, complete and submit:

1. Part One (General Information) to indicate your non-regulated status, and
2. the appropriate (Large or Small Quantity) Generator Annual Hazardous Waste Report for your facility's generator status.

C) Regulated status and Generator

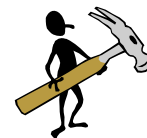
If your facility generated and shipped hazardous waste **off-site** **AND ALSO** treated, stored (for greater than accumulation time limits pursuant to 40 CFR 262.34), or disposed of hazardous waste **on-site**, complete and submit:

1. Parts One (General Information), Two (Waste in Storage) and Three (Waste Identification and Management), and
2. the appropriate (Large or Small Quantity) Generator Annual Hazardous Waste Report for your facility's generator status.

When and Where to File

The annual report must be submitted to the DEQ, Permitting and Compliance Division, Hazardous Waste Section. (See Page 5 for the address). You are subject to enforcement action if you do not file by March 1, 2008.

**The report must be postmarked no later than:
March 1, 2008**



What to Report

- All regulated quantities of hazardous waste treated, disposed of, or placed in storage between January 1, 2005 and December 31, 2007 must be reported.
- Any hazardous waste your facility received from other generators must also be reported.
- The total quantity of waste in storage at your facility as of December 31, 2007 must be reported by storage method.

Please avoid multiple reporting of hazardous waste that was stored, as well as treated or disposed at your facility. (See instructions for Section XIV).

Report only wastes regulated as either *characteristic* or *listed* hazardous wastes. Characteristic and listed wastes are identified in **Appendix "A" (Subparts C & D of 40 CFR Part 261)**, which may be accessed at U.S. EPA's web site at:

<http://www.epa.gov/epacfr40/chapt-I.info/>

Do not report any wastes that are not regulated as hazardous under the Montana Hazardous Waste Regulations, *even if manifested* (e.g. PCBs, asbestos, etc.).

If any or all of the waste handled by your facility was delisted at some time during calendar year 2007, you **MUST STILL** report those wastes for the portion of the year they were regulated. Please note these waste(s) and the line number in the comments section (XV) of Part Three.



PART ONE GENERAL INFORMATION

I. NON-REGULATED STATUS

Check the appropriate box to indicate whether the facility identified in Section II did or did not treat, store or dispose of hazardous waste at any time during 2007.

If the facility **DID NOT** treat, store, or dispose of regulated quantities of hazardous waste at any time during 2007, check the box marked YES in Section I. Explain in the space provided, the reason your facility is not subject to regulation (e.g. closed prior to January 1, 2007, do not handle hazardous wastes, etc.).

If you check YES in Section I, complete Sections II through VIII and return the form to the DEQ. DO NOT complete Sections IX, X, XI, XII, XIII, XIV or XV.

If the facility **DID** treat, store or dispose of regulated quantities of hazardous waste at any time during 2005, check the box marked NO in Section I.

If you check NO in Section I, complete Sections II through XV and return the form(s) to the DEQ.

II. FACILITY U.S. EPA I.D. NUMBER

Verify your facility's 12 character U.S. EPA identification number.

III. NAME OF FACILITY

Verify the name of your facility.

IV. LOCATION OF FACILITY

Verify the location of your facility, if different from mailing address (Section V). **Do not use a P.O. Box.**

V. FACILITY MAILING ADDRESS

Verify the mailing address of your facility.

VI. FACILITY CONTACT

Verify the name (last and first) and telephone number (Area Code and number) of the person who can be contacted regarding information contained in this report.

VII. COST ESTIMATES FOR FACILITIES

• Estimate for Facility Closure

Enter the most recent cost estimate for facility closure (if applicable).

• Estimate for Post Closure Monitoring and Maintenance

For disposal facilities only, enter the most recent cost estimate for post-closure monitoring and maintenance.

VIII. CERTIFICATION

The owner or operator of the facility or an authorized representative (e.g. the plant manager, superintendent or person of equivalent responsibility) **MUST** sign and date the certification. The printed or typed name and title of the person signing the report must also be included.



PART TWO WASTE IN STORAGE

Please verify the U.S. EPA identification number for your facility at the top of the page.

IX. TOTAL WASTE IN STORAGE ON DECEMBER 31, 2007

In this section you must report the amount of hazardous waste from all generators in storage at the facility on December 31, 2007. This is analogous to taking a "snapshot inventory" of hazardous waste stored on-site on December 31, 2007.

Report the following:

- Amount of waste placed in storage during the current reporting year and
- Amount of waste placed in storage during previous reporting years that is still in storage

Next to the appropriate storage process code, enter the total quantity of hazardous waste; the year waste was placed in storage, and the appropriate unit of measure code.

Example:

PART A			PART B
Process Code	Amount of Waste	Year Placed in Storage	Unit of Measure (UOM) Code
S03	8000	2005	T

For your reference, Section IX of the report form and Page 6 of these instructions have tables of process and unit of measure codes.



PART THREE WASTE IDENTIFICATION AND MANAGEMENT

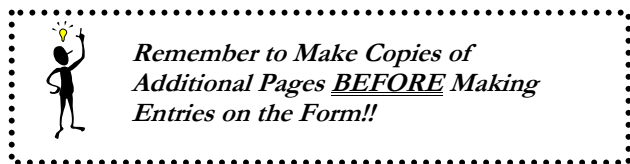
Part Three requires detailed information about hazardous waste your facility generated and/or received from off-site generators that was treated, stored (for greater than accumulation time limits pursuant to 40 CFR 262.34), or disposed at your facility during calendar year 2007.

Page 7 is an example of a completed Waste Identification and Management form. Please refer to this for help with reporting in Part Three.

When reporting waste management at the facility, you must clearly segregate wastes generated at your facility from wastes received from off-site generators. Use separate Waste Identification and Management forms for wastes generated at your facility and for wastes received from off-site generators.

For example:

1. Your facility received 12 different wastes from Generator X during calendar year 2007. Those wastes were then treated at your facility. Report wastes from off-site on Part Three forms, writing the generator name and EPA identification number in Sections XI through XIII on each page listing Generator X wastes.
2. Your facility generated 101 different wastes during the calendar year 2007. These wastes were stored and treated at your facility. You would report these wastes on Part Three forms and check the box in Section X ('Generated On-Site') for each page listing your facility's waste.



X. GENERATED ON SITE

If wastes reported on this page were generated *and* treated, stored, or disposed of at your facility, enter your facility's name, CHECK the box marked **GENERATED ON-SITE** and enter "NA" in Sections XI, XII and XIII.

DO NOT check this box if reporting wastes received from off-site generators.

XI. GENERATOR'S EPA ID NUMBER

Enter the U.S. EPA identification number of the generator of the waste received by your facility during calendar year 2007 and described in Section XIV.

If the waste came from a foreign generator, enter the U.S. EPA identification number of the importer in this section, enter the name and address of the foreign generator in Section XV comment section.

Remember – If the waste was generated at the facility, enter "NA."

XII. GENERATOR'S NAME

Enter the name of the generator corresponding to the generator's U.S. EPA identification number in Section XI.

If the waste came from a foreign generator, enter the name of the importer corresponding to the U.S. EPA identification number in Section XI.

Remember – If the waste was generated at the facility, enter "NA."

XIII. GENERATOR'S ADDRESS

Enter the mailing address of the generator corresponding to the generator's U.S. EPA identification number in Section XI.

If the waste came from a foreign generator, enter the mailing address of the importer corresponding to the U.S. EPA identification number in Section XI.

Remember – If the waste was generated at the facility, enter "NA."

XIV. WASTE IDENTIFICATION AND MANAGEMENT TABLE

Each waste or waste mixture must be listed on a separate line. **Appendix "A"** contains codes and descriptions of listed and characteristic hazardous wastes.

A. DESCRIPTION OF WASTE

For **listed** hazardous wastes, enter the U.S. EPA listed name from **Appendix "A,"** abbreviated if necessary. For mixtures of listed wastes, enter the description that you believe best describes the waste.

For **characteristic** hazardous waste (i.e. ignitable, corrosive, reactive, or toxicity), please include the following:

- the description from the list of characteristics in **Appendix "A"** which you believe best describes the waste;
- the specific manufacturing or other process generating the waste; and
- the chemical or generic chemical name of the waste, if known.



B. EPA HAZARDOUS WASTE CODE

For **listed** waste, enter the four character U.S. EPA Hazardous Waste Number from 40 CFR Part 261, Subpart D (see **Appendix "A"**).

For **characteristic** wastes, enter the four character U.S. EPA Hazardous Waste Number from 40 CFR Part 261, Subpart C (see **Appendix "A"**).

If the waste is a **mixture of more than one listed or characteristic** waste, enter all of the relevant U.S. EPA Hazardous Waste Codes. Four spaces are provided for this on each line. Continue on the next line(s) if more spaces are needed and leave the rest of that line blank (as shown on Lines 3 and 4 of the example on Page 7).

REPORTING EPA PROCESS METHOD CODES

Process codes to be used in Sections C and D are listed in the Process and Unit of Measure Codes table on Page 6.

When wastes were processed in multiple stages, report only the last (or final) process step at the facility and the final off-site process step (if waste was shipped for off-site disposal).

C. LAST FACILITY PROCESS METHOD

Enter the Process Code that represents the waste's last or final disposition **at your facility** at the end of the reporting year.

For example:

1. A waste in storage at the close of the calendar year must be reported as being in storage, even though the waste will eventually be land disposed at the facility.
2. A waste that is placed in storage at the beginning of the calendar year and then land disposed at the facility mid-year must be reported as being land disposed.
3. A waste placed in storage and then shipped to an off-site disposal facility must be reported in Column C with the Process Code for storage. You will report the final off-site Process Code in Column D.

If a different process code applies to portions of the same waste (e.g. part of the waste is stored while the remainder was incinerated during the year), use a separate line entry for each waste portion (as shown on Lines 5 and 6 in the example on Page 7).

D. FINAL PROCESS METHOD

Enter the Process Code that represents the final **off-site** disposition at the end of the reporting year. If the waste was not shipped to an off-site TSD facility, enter "NA."

For example:

1. Deposition in a landfill was the final step for a waste shipped from your facility to an off-site TSD facility. The Process Code entered in Column D would be D80.

2. Deposition in your facility's permitted land treatment unit was the final disposition step for a waste generated at your facility. You would enter "NA" in Column D.
3. A waste was in storage at your facility at the end of the calendar year. You would enter "NA" in Column D, even if the waste is scheduled to be shipped to an off-site facility.

If a different process code applies to portions of the same waste (e.g. part of the waste is stored while the remainder was incinerated during the year), use a separate line entry for each waste portion, as shown on Lines 5 and 6 in the example on Page 7.



If gallons or liters are used, you **must** provide the density in pounds per gallon or specific gravity (rounded off to the nearest tenth) of each waste, by line number, in the comment section of the page on which that waste is identified.

E. AMOUNT OF WASTE

Enter the quantity of each waste or waste mixture entry. "Right Justify" your entries. (See Column E of the example on Page 7).

F. UNIT OF MEASURE

Enter the unit of measure code for the quantity of waste. Units of measure and corresponding codes to be used are in the table on Page 6.

XV. COMMENTS

This space may be used to explain, clarify, or continue any entry. If used, enter a cross-reference to the appropriate Section or Line number.

Enter the page number of each sheet, as well as the total number of pages in the upper right hand corner of each page.



REMINDERS!!

- * **BE SURE TO REPRODUCE ADDITIONAL PAGES BEFORE MAKING ANY ENTRIES ON THE FORM!**
- * **SIGN THE CERTIFICATION STATEMENT (Section VIII).**
- * **REPORT FORMS MUST BE SUBMITTED TO DEQ, POSTMARKED NO LATER THAN MARCH 1, 2008.**

PLEASE SUBMIT FORMS TO:

Waste & Underground Storage Tank Management Bureau
Hazardous Waste Section
P.O. Box 200901
Helena MT 59620-0901
(406) 444-5300
<http://deq.mt.gov/HazWaste/index.asp>

For additional information, contact DEQ at the above address



PROCESS AND UNIT OF MEASURE CODES

Process Code	PART A	Section XIV – Column C and D	Enter the code from the table of process codes below that best describes each process used for each waste or waste mixture.
Unit of Measure	PART B	Sections IX and XIV - Column F	Enter the code from the table of unit of measure codes below that indicates the unit of measure used for each waste or waste mixture. Include the density in pounds per gallon or specific gravity for wastes reported in gallons or liters.

PART A

CODE PROCESS	PROCESS
DISPOSAL	
D80	Landfill
D81	Land Treatment
D83	Surface Impoundment
D99	Other Disposal
STORAGE	
S01	Container (Barrel, Drum, etc.)
S02	Tank
S03	Waste Pile
S04	Surface Impoundment
S05	Drip Pad
S06	Containment Building-Storage
S99	Other Storage
MISCELLANEOUS . . . (Subpart X)	
X01	Open Burning / Open Detonation
X02	Mechanical Processing
X03	Thermal Unit
X04	Geologic Repository
X99	Other Subpart X
TREATMENT	
T01	Tank
T02	Surface Impoundment
T03	Incinerator
T04	Other Treatment
T80	Boiler
T81	Cement Kiln
T82	Lime Kiln
T83	Aggregate Kiln
T84	Phosphate Kiln
T85	Coke Oven
T86	Blast Furnace
T87	Smelting, Melting, or Refining Furnace
T88	Titanium Dioxide Chloride Process Oxidation Reactor
T89	Methane Reforming Furnace
T90	Pulping Liquor
T91	Combustion Device used in the Recovery of Sulfur Values from Sulfuric Acid

PART B

UNIT OF MEASURE	CODE
Gallons	G
Liters	L
Short Tons (2000 lbs.)	T
Cubic Yards	Y
Cubic Meters	C
Pounds	P
Metric Tonnes (1000 kilograms)	M



(Make copies of this sheet for additional pages)

PART THREE WASTE IDENTIFICATION AND MANAGEMENT																					
X. <input checked="" type="checkbox"/> Generated On-Site Check box if waste was generated <u>and</u> treated, stored or disposed at your facility. If box is checked, enter "NA" in Sections XI, XII and XIII.										XII. Generator Name <u>BDB Productions</u> <small>(Specify generator from whom all wastes listed on this page were received)</small> XIII. Generator Address <u>P.O. Box 123</u> <small>(Street or P.O. Box)</small> <u>Hersheyville</u> <u>WI</u> <u>99999</u> <small>(City or Town) (State) (Zip Code)</small>											
XI. Generator EPA ID Number <u>U K 1 2 3 4 5 6 7 8 9 9</u> <small>(Enter Generator 12 digit EPA ID No.)</small>																					
XIV. A		B						C			D			E				F			
	Description of Waste	EPA Hazardous Waste Codes						Last Facility Process Method			Final Off-Site Process Method			Amount of Waste				Unit of Measure			
1	Ignitable spent solvent used in Widget production, mixture of	D	0	0	1				S	0	2	T	0	3		2	4	1	5	T	
2	Mineral spirits and kerosene																				
3	Chlorinated distillation residues	K	0	1	6	K	0	1	8	S	0	1		N	A			4	9	5	T
4		K	0	3	0																
5	Warfarin and warfarin salts for pest control	P	0	0	1				S	0	1		N	A				2	0	T	
6	Warfarin and warfarin salts for pest control	P	0	0	1				S	0	1	T	0	3					1	T	
7	Dissolved air flotation float, Crude oil storage tank sediment	K	0	4	8	K	1	6	9	D	8	1		N	A		3	6	7	9	T
8																					
XV. COMMENTS: _____ _____ _____																					